



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

SENIOR ADMINISTRATIVE ASSISTANT (AURORA HOUSE)

The City of Falls Church is recruiting for a full-time Senior Administrative Assistant to perform a variety of advanced level administrative and professional work that includes but not limited to budget monitoring/analysis and development, managing contracts and procurements, human resources management (volunteer program and recruitment), information technology projects, outreach activities, and grant administration for the Aurora House Girls Group Home, a 12 bed, non-secure, community based temporary care residential facility for adolescent females ages 13-17.

Responsibilities:

- Provides professional administrative assistance to the Group Home Manager;
- Performs a wide-range of professional work in multiple administrative functions including analysis and project management;
- Performs a variety of technical and professional work related to monitoring and reporting on business processes, activities and outcomes;
- Conducts analysis and reporting of quantitative and qualitative data;
- Performs budget and fiscal activities; participates in annual budget planning and preparation sessions;
- Performs complex payroll duties for 24/7/365 facility, and staff of up to 16 employees;
- Monitors, reports, and consults with Administrators on departmental expenditures and projections;
- Prepares and/or coordinates the preparation of City, County, State and/or Federal reporting;
- Prepares substantive program/project reports and presentations of analysis and findings;
- Assists/collaborates in the development and establishment of program/project goals, objectives, and work plans;
- Plans, coordinates and participates in task force meetings, and/or other committee meetings;
- Collects, analyzes, and enters data in outside databases for City, County, State and Federal reporting;
- Recruits, interviews, hires, and trains volunteers; conducts trainings for and maintains training and personnel records for all volunteers; maintains annual electronic training records for staff;
- Prepares electronic and physical files; prepares federal, state and county mandated reports and management studies regarding vendor services and operations; monitors grants and contracts to ensure appropriate expenditures; report program's compliance/outcome measurements with stated goals and objectives;
- Solicits/accepts/monitors donations;
- Performs other related duties as required or as directed by Supervisor/Director.

Qualifications:

- Graduation from an accredited four-year college or university with a bachelor's degree in a field related to business or public administration;
- Two years of professional experience within functional areas such as human resources, budgeting and financial management, contract administration and business management or related field;
- **Must pass background check;**
- An equivalent combination of training and experience may be considered.

Hours: This is a full-time position, Monday thru Friday from 8:30 a.m. until 5 p.m.

Hiring Salary Range & Benefits: \$43,075 - \$71,073, depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, free parking, credit union membership, and more. See www.fallschurchva.gov for additional information.

To Apply: Submit a resume or application to the City of Falls Church, Human Resources Department, 300 Park Avenue, Falls Church, VA 22046, or via e-mail at hr@fallschurchva.gov

Applications received by October 4, 2013 will receive priority consideration.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free

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